



DEPARTMENT OF FINANCE & ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL,
& FLEET MANAGEMENT

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December Newsletter

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2020

Featured Contract: Panel Systems - Furniture



Featured Contract: Panels Systems -Furniture

Commodity: This contract features Modular Panel Systems of all types and stock sizes with metal connecting mechanisms, synthetic connecting mechanisms, or free standing partitions.

Type: Negotiated Contract - Entities can negotiate the best price from the vendors on contract. Negotiated contracts are convenient and serve to establish a maximum price that can be paid for any item covered by the contract.

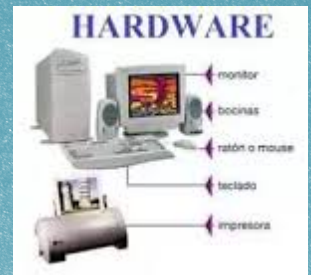
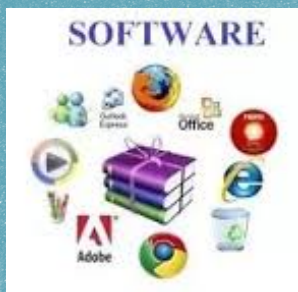
Dates of Contract: November 1, 2020 - October 31, 2021

Manufacturers on Contract: There are currently 12 manufacturers on contract. These contracts have been built into MAGIC. To view a list of current manufacturers, products, and compare prices, go to <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/d-e-f/furniture-panel-systems/>. Or you can go to dfa.ms.gov, under DFA Offices select Purchasing, Travel, and Fleet Management; Bureau of Purchasing and Contracting; Contracts; Negotiated Contracts; and Furniture-Panel Systems.

Contract Spend (2019-2020 contract period): \$1,605,552.74

Contract Analyst: Kizzie Shorter - kizzie.shorter@dfa.ms.gov





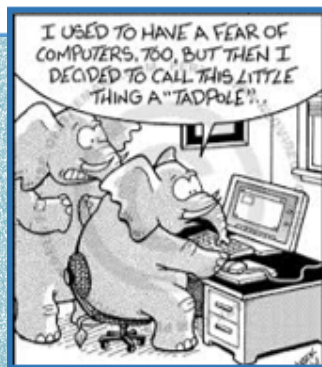
OFFICE OF INFORMATION TECHNOLOGY SERVICES (ITS)

What is a CP-1?

A CP-1 is the documentation of a procurement approval made by the Mississippi Department of Information Technology Services (ITS). The CP-1 is generated after the procurement is conducted by ITS on behalf of the state entities, documenting the procurement award.

What is an EPL?

An Express Products List (EPL) is a multi-vendor award for IT hardware and software published by the Mississippi Department of Information Technology Services (ITS). Any state or local government entity in Mississippi may use an EPL as a legal purchasing vehicle; just follow the Instructions for Use Memo published by ITS for each EPL.



Congratulations!

Thanks so much for all the student and instructor participation in OPTFM's Zoom CMPA recertification class. We could not have done it without you!

Also give yourselves a big congrats for completing it!

Sincerely,

CMPA Training Staff



All of us on Zoom



Why do I feel compelled to WAVE at the end of Zoom calls? I have literally never walked out of a meeting room WAVING.





Travel Reminders

Due to the Coronavirus, travel has slowed tremendously in the last few months. Although we may not be doing much travel at this time, here are a few reminders:

1. You can still utilize your state travel card for any virtual conference registrations you may attend going forward. Remember your rebates proceeds are tied to the amount of usage for the year so use it whenever possible.
2. Our Vehicle Rental Contract Vendors have implemented new sanitization routines to help keep you safe while you travel on state business. Please continue to utilize the vehicle rental contract whenever possible. Feel free to contact any of them if you have questions about their cleaning/sanitization processes for their vehicles. They are still here and ready to serve us as we navigate our way through these challenging times.
3. If you have been instructed to work from home during the pandemic and this is **not** your normal work duty station, please be aware that you cannot receive mileage for traveling to the office on an as-needed basis.



How to Dispute a Credit Card Charge



PROCUREMENT CARD Disputed Charges

When using a state issued Procurement and/or Travel Card, there are several controls put in place to insure that card numbers and other confidential information is not compromised. However, these things do still happen and charges on statements still appear from time to time that were not made by the cardholder. In an instance of which cardholder would like to dispute a non-approved charge on a monthly statement, the following actions should take place:

1. Make a copy of the disputed charge on the statement.
2. If the information is available, call the vendor to see if there is a possibility of reversing that charge to the entity.
3. If a charge reversal is not possible, fill out a dispute form found at: <https://www.dfa.ms.gov/dfa-offices/procurement-card-forms/>.
4. Send form to Program Administrator at Yolanda.Thurman@dfa.ms.gov.
5. After all proper paper work has been filed with the Bank from the Program Administrator, the bank may contact the agency disputing the charge if additional information is needed.
6. Complete any other paperwork or steps as instructed by the bank.

After all the steps have been followed, the entity should see a credit to their account if the account was paid in full or the charge should roll off account after 2 billing cycles. Whenever a charge has been disputed, the bank will automatically shut down that card and re-issue the cardholder a new card with a new number. If you have any questions about this process, please do not hesitate to contact OPTFM at 601-359-3409, or Yolanda Thurman at Yolanda.Thurman@dfa.ms.gov.





2021 PPRB Meeting Dates and Submission Deadlines

PPRB Meeting Date

January 6, 2021
February 3, 2021
March 3, 2021
April 7, 2021
May 5, 2021
June 2, 2021
July 7, 2021
August 4, 2021
September 1, 2021
October 6, 2021
November 3, 2021
December 1, 2021

Submission Deadlines

December 2, 2020
January 6, 2021
February 3, 2021
March 3, 2021
April 7, 2021
May 5, 2021
June 2, 2021
July 7, 2021
August 4, 2021
September 1, 2021
October 6, 2021
November 3, 2021
December 1, 2021



Bureau of Fleet Management

We have been notified by the current supplier that the Automotive Batteries contract will not be extended next year. BFM will be sending out a new solicitation this month with the new contract available on February 1, 2021.

If there are any size batteries that are not on the current contract that you would like to have considered, please send the information to Ramona Jones or Billy Beard.



*The Office of Purchasing, Travel, and Fleet Management
would like to wish everyone a
Merry Christmas and Happy New Year!*

